STATE OF UTAH
DIVISION OF PURCHASING
3150 STATE OFFICE BUILDING, CAPITOL HILL
P.O. BOX 141061
SALT LAKE CITY, UTAH 84114-1061
TELEPHONE (801) 538-3026
http://purchasing.utah.gov

Invitation to Bid

Solicitation Number: **JG5015**

Due Date: **10/19/04 at 3:00 P.M.**
.

Date Sent: October 4, 2004

Goods and services to be purchased:

MULTI-STEP BID FOR OFF PREMISE E-MAIL CONTENT FILTERING SOLUTION FOR ADMINISTRATIVE SERVICES

Please complete

Company Name		Federal Tax Identification Number	
Ordering Address	City	State	Zip Code
Remittance Address (if different from ordering address)	City	State	Zip Code
Type ☐ Corporation ☐ Partnership Proprietorship Government	Company Contact Person		
Telephone Number (include area code)	Fax Number (include area code)		
Company's Internet Web Address	Email Address		
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)		

The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, and specifications. Please review all documents carefully before completing.

The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah.
Yes_____ No_____. If no, enter where produced, etc._____

Offeror's Authorized Representative's Signature	Date
Type or Print Name	Position or Title

Vendor Name:

DESCRIPTION
MULTI-STEP BID FOR OFF PREMISE E-MAIL CONTENT FILTERING SOLUTION PER ATTACHED SPECIFICATIONS. WITH PURCHASING QUESTIONS OR FOR CLARIFICATION PLEASE CONTACT JARED GARDNER AT 801-538-3342. *************** REFERENCE RX: 100 59000000012; COMMODITY CODE(S): 92063000000

INVITATION TO BID - INSTRUCTION AND GENERAL PROVISIONS

1. BID PREPARATION: (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing quotation. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time is critical and must be adhered to as specified. (e) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or equivalent" apply. "Or equivalent" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by the Division of Purchasing & General Services (DIVISION). If the vendor lists a trade name and/or catalog number in the bid, the DIVISION will assume the item meets the specifications unless the bid clearly states it is an alternate, and describes specifically how it differs from the item specified. All bids must include complete manufacturer's descriptive literature if quoting an equivalent product. All products are to be of new, unused condition, unless otherwise requested in this solicitation. (f) By signing the bid the vendor certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices quoted are correct. (g) This bid may not be withdrawn for a period of 60 days from bid due date.

2. SUBMITTING THE BID: (a) The bid must be signed in ink, sealed in a properly-addressed envelope, and either mailed or delivered to the DIVISION OF PURCHASING, 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061 by the "Due Date and Time." **The "Bid Number" and "Due Date" must appear on the outside of the envelope.** (b) Bids, modifications, or corrections received after the closing time on the "Due Date" will be considered late and handled in accordance with the Utah Procurement Rules, section R33-3-109. (c) **Your bid will be considered only if it is submitted on the forms provided by the state. Facsimile transmission of bids to DIVISION will not be considered.** (d) All prices quoted must be both F.O.B. Origin per paragraph 1.(c) and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the bid for consideration and approval by the DIVISION. Upon award of the contract, the shipping terms will be F.O.B. Destination, Freight Prepaid with freight charges to be added to the invoice unless otherwise specified by the DIVISION.

3. SOLICITATION AMENDMENTS: All changes to this solicitation will be made through written addendum only. Bidders are cautioned not to consider verbal modifications.

4. PROPRIETARY INFORMATION: Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for nondisclosure must to be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any bid will not to be considered proprietary. Bids submitted may to be reviewed and evaluated by any persons at the discretion of the state.

5. SAMPLES: Samples of item(s) specified in this bid, when required by DIVISION, must to be furnished free of charge to DIVISION. Any item not destroyed by tests may, upon request made at the time the sample is furnished, to be returned at the bidder's expense.

6. WARRANTY: The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

7. DIVISION APPROVAL: Purchase orders placed, or contracts written, with the state of Utah, as a result of this bid, will not to be legally binding without the written approval of the director of the DIVISION.

8. AWARD OF CONTRACT: (a) the contract will to be awarded with reasonable promptness, by written notice, to the lowest responsible bidder that meets the specifications. Consideration will to be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which required, delivery time required, discount terms and other criteria set forth in this invitation to bid. (b) The bids are opened publicly in the presence of one or more witnesses. the name of each bidder, and the amount of the bid is recorded. Each bid, and the record, is open to public inspection. (c) The DIVISION may accept any item or group of items, or overall low bid. the DIVISION has the right to cancel this invitation to bid at any time prior to the award of contract. (d) The DIVISION can reject any and all bids. And it can waive any informality, or technicality in any bid received, if the DIVISION believes it would serve the best interest of the State. (e) Before, or after, the award of a contract the DIVISION has the right to inspect the bidder's premises and all business records to determine the holder's ability to meet contract requirements. (f) DIVISION does not guarantee to make any purchase under awarded contract(s). Estimated quantities are for bidding purposes only, and not to be interpreted as a guarantee to purchase any amount. (g) Utah has a reciprocal preference law which will to be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63-56 20.5 -20.6, Utah Code Annotated.

9. ANTI-DISCRIMINATION ACT: The bidder agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities. Also bidder agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the State of Utah to insure that the subcontractors and vendors are bound by this provision.

10. DEBARMENT: The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the STATE.

11. GOVERNING LAWS AND REGULATIONS: All state purchases are subject to the Utah Procurement Code, Title 63 Chapter 56 U.C.A. 1953, as amended, and the Procurement Regulations as adopted by the Utah State Procurement Policy Board. These are available on the Internet at www.purchasing.utah.gov

(Revision 14 Mar 2003 - IFB Instructions)

Multi-Step Bid

GroupWise Email Content Filtering Off Premise Solution

Solicitation # JG5015
Due Date: October 19, 2004 at 3:00PM

SECTION I:

PURPOSE OF MULTI-STEP BID PROCESS

The purpose of this multi-step bid process is to enter into a contract with a qualified firm to provide service for an OFF PREMISE email filtering solution for the State of Utah's Novell GroupWise email application. It is anticipated that this bid may result in a contract award to a single contractor; however, the state may also elect to make no bid award.

This document is designed to provide interested bidders with sufficient basic information to submit both a technical bid and a price bid meeting minimum requirements. Under this multi-step sealed bid procurement, price bids will be considered only in the second phase and only from those bidders whose unpriced technical bids are found acceptable in the first phase.

SECTION II:

BACKGROUND

ITS administers an enterprise wide email program for the State of Utah, local, city, and county governments. The State of Utah receives volumes of unwanted e-mail, which includes viruses, junk mail, all forms of pornography, mass mailings, … etc. yearly. We have a current filtering system in place that blocks much of this unwanted mail or SPAM. This application has become old, antiquated, and is not able to adequately filter the high volume of SPAM that is entering through the Internet and affecting our GroupWise e-mail system. In addition to this, it does not provide filtering solutions such as quarantining, auto updates, or statistical reporting.

Today's SPAM filtering products have features and controls that are not available in our current filtering program. For example, several Spam filtering products are now offered for off site filtering. This keeps the spam and viruses from entering our system resulting in less traffic and decreased vulnerability to the state system. Most new products now utilize Bayesian modeling and data analysis systems to minimize false positive rates. Spam filtering software programs of today provide a quarantine database so that blocked messages can be retrieved if necessary. Most products also have the capability for agency administrators to monitor blocked mail for their own customers and have reporting and monitoring capabilities for all mail whether it has been blocked or not.

There are many options available to ITS to implement a more robust filtering solution. ITS could enhance their current filtering system, implement an off the shelf vendor solution, or enter into an agreement with a vendor to provide an OFF PREMISE solution. The ITS Client Services section feels that an off premise solution offers the best answer for a robust, redundant, enterprise wide filtering product that has the least impact to ITS

resources and its businesses.

SECTION III:

ISSUING OFFICE AND BID REFERENCE NUMBER

The State of Utah Division of Purchasing is the issuing office for this document and all subsequent addenda relating to it, on behalf of Department of Administrative Service, Division of Information Technology Services. The reference number for the transaction is Solicitation #JG5015. This number must be referred to on all bids, correspondence, and documentation relating to the BID.

SECTION IV:

SUBMITTING YOUR BID

One original, one electronic, and five identical hard copies of your technical bid, and one copy of the price bid (submitted in a separate envelope marked **"Price Bid"**) must be received at the State of Utah Division of Purchasing, 3150 State Office Building, Capitol Hill, Salt Lake City, Utah 84114, prior to the closing date and time specified. Bids received after the deadline will be late and ineligible for consideration.

SECTION V:

LENGTH OF CONTRACT

The Contract resulting from this bid will be for a period of three years with two one-year renewal options. The State has the right to terminate the contract in 30 days with written notification. Unused balance of funds will be refunded to the state.

SECTION VI:

PRICE GUARANTEE PERIOD

All pricing must be guaranteed for three years (the entire term of the contract and must include client upgrades for the life of the contract). Following the initial three-year period, any request for price adjustment must be made at least 30 days prior to the end of the three-year period. Requests for price adjustment must include sufficient documentation supporting the request. Any adjustment or amendment to the contract will not be effective unless approved by the State Director of Purchasing. The State will be given the immediate benefit of any decrease in the market, or allowable discount.

SECTION VII:

STANDARD CONTRACT TERMS AND CONDITIONS

Any contract resulting from this bid will include the State's standard terms and conditions. These may be accessed at: http://www.purchasing.utah.gov/contractinfo/TermsAgency.pdf

SECTION VIII:

QUESTIONS

All questions must be submitted in writing and may be submitted to Brent Wimber via email at: ITSPROJECT@UTAH.GOV or via fax at: 801-538-3622. Questions are due by 5:00 p.m. MDT on October 7, 2004. Questions received after that date may not be answered. Answers will be given via an addendum posted on the Division of Purchasing website.

DISCUSSIONS WITH BIDDERS

A discussion between the State Purchasing agent and a bidder to clarify their technical bid may be required at the sole discretion of the State after submittal of technical bids. However, the State may award a contract based on the initial technical bid received without discussion with the Bidder. If a bidder is required to meet with the State for clarification, any expenses incurred by the bidder will be at the bidder's expense.

PROPRIETARY INFORMATION

After award, all bids become public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire bid may not be marked as proprietary. Bidders must clearly identify in the Executive Summary and mark in the body of the bid any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Bids may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of Utah and may be returned only at the State's option.

SECTION IX:

DETAILED SCOPE OF WORK

The State of Utah-ITS intends to contract for delivery, training, maintenance, implementation and technical support of an **OFF PREMISE** email filtering solution. It is our intention to work closely with the successful vendor in the implementation process. Configuration of the testing and production environments will be jointly accomplished with the vendor. The bid must include the vendor's personnel time and technical resources.

Thorough testing of the product must be achieved prior to implementation into production. A testing period of thirty days will be required prior to final awarding of contract and payment to the vendor. A vendor's product will be eliminated if all testing criteria are not met. Details of the testing criteria are itemized later in this document.

The State of Utah has determined mandatory requirements, which must be a part of the filtering product being bid. Within the next few pages these requirements will be defined and specifications are listed below.

Note: A vendor's product may meet all the technical specifications and not be selected if their product is unable to integrate with the State of Utah's Authentication and Master Directory systems (UMD).

The State's Master Directory is provided by Novell Directory Services version 6.5 and its authentication is by Netegrity's SiteMinder version 6.0. Other components include DirXML to connect all disparate directories.

A vendor's application must be able to accept SiteMinder's login and offer an API for setting roles.

The UMD directory is run on a Novell Netware Server. The SiteMinder Authentication consists of Policy Servers, Web Agents and a Credential Collector running in a Sun-Solaris environment.

SECTION X:

1. TECHNICAL REQUIREMENTS

1.1. Provide an OFF PREMISE managed service email filtering solution that filters email messages for viruses, worms, Trojans, spam, hoaxes, phishing scams, spoofing, mail bombs, etc.
1.2. The software must have the ability to block mail by key words, text strings, or special characters.
1.3. Able to block mail by specific file types or file names, and to block mail by domain name, sender, or specific address.
1.4. Block denial of service and directory harvest attacks, and other SMTP-based attacks, including dictionary attacks, email bombs and email flooding.
1.5. The product must be able to interrogate HTML documents for conspicuous content and words and phrases concealed within document codes.
1.6. Must have a quarantine database that is hosted outside the state of Utah's network.
1.7. Quarantine database must include all mail blocked due to content filtering.
1.8. Must quarantine unwanted emails for fourteen days and allow system administrator to retrieve blocked messages.
1.9. Must have the ability to extend quarantine data period up to 30 days for specific users.
1.10. Keep spam and viruses from entering the state's network (LAN/WAN).
1.11. Utilize Bayesian modeling and Heuristic data rules based analysis systems.
1.12. Will provide 24X7X365 email filtering availability guarantee with no loss of email filtering day or night.
1.13. Vendor must provide statistical data detailing availability during the previous 12 months.
1.14. Will allow system administrators to notify users of blocked messages via email.

1.15. Provide onsite training for GW administrators.
1.16. Provide consulting for conversion and implementation of existing system to new off premise solution.

   1.16.1. Conversion of existing blocked list, filtered sites, file extensions, keywords, attachments, etc.

1.17. Provide technical support for redirecting mail exchange (MX) records.
1.18. Provide 24X7 support from a qualified individual assigned to the state account for a minimum of 30 days after import of MX records.
1.19. Sign a service level agreement (SLA) with the State of Utah. The bidder and State of Utah ITS will agree upon the SLA.
1.20. Guarantee that the OFF PREMISE solution provides for failover and load balancing across multiple redundant sites to ensure a high reliability of service to ITS.

2. ADMINISTRATIVE REQUIREMENTS

2.1. Provide a Web based administration console for setup and monitoring.
2.2. ITS must be able to customize administration rights for specific email administrators:

   2.2.1. Allow administrators to view/create/change policies.
   2.2.2. Allow administrators access to quarantine databases.
   2.2.3. Allow administrators access to modify blacklists, allow lists, and deny lists.
   2.2.4. Allow administrators to create/modify group policies.

2.3. ITS must have the ability to customize blocked word lists, text strings, characters, file types, file names, domains and addresses that we are blocking.
2.4. Administrators must have options for handling identified spam messages, including appending header information, blocking and deleting, or sending the spam to an off-site message quarantine.
2.5. Will allow agency system administrators to monitor blocked email for their customers.
2.6. Will allow agency system administrators to have reporting capabilities for all blocked emails by word or text string, file type, domain or sender.
2.7. ITS must have the ability to customize user access to features such as the quarantine database, personalized black lists, etc. on an enterprise level, as well as a group or individual level.
2.8. There must be an auto-enrollment or import feature to add users into the system and create the quarantine database.
2.9. ITS must have reporting capabilities to track traffic statistics, master reporting, etc.
2.10. ITS must have the ability to trap email messages and re-route them to another user.
2.11. ITS must have the ability to deny mail coming in for deleted users, addresses, or domain names.
2.12. LDAP support for authentication for administrators.

SECTION XI:

TECHNICAL BID FORMAT

All technical bids must be organized and tabbed with labels for the following headings:

1. **Bid Form**. The State's Invitation to Bid form completed and signed.
2. **Executive Summary.** The one or two page executive summary is to briefly describe the bidder's technical bid. This summary should highlight the major features of the technical bid. It must indicate any requirements that cannot be met by the bidder. The reader should be able to determine the essence of the technical bid by reading the executive summary. Proprietary information requests should be identified in this section.
3. **Detailed Response.** This section should constitute the major portion of the technical bid and must contain at least the following information:
   a. A complete narrative of the bidder's assessment of the work to be performed, the bidder's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the bidder's understanding of the desired overall performance expectations.
   b. A specific point-by-point response, in the order listed, to each requirement in the technical bid.

SECTION XII:

1. TECHNICAL BID EVALUATION CRITERIA

Each area of the evaluation criteria must be addressed in detail in the technical bid. A committee will evaluate technical bids and score each criterion as either:

- Acceptable – Criterion is met.
- Potentially Acceptable – Clarification from bidder is required to determine if the criterion is met; or evaluators believe that the bidder has the capability to meet the criterion by modifying their technical bid.
- Unacceptable – Criterion is not met, nor is the bidder capable of meeting the criteria.

2. TECHNICAL and FINANCIAL BID EVALUATION CRITERIA

2.1. Demonstrated technical capability (proven track record, references), etc.
2.2. Qualification and expertise of staff proposed for this project.
2.3. Ability to meet delivery schedule.
2.4. Demonstrated financial stability.
2.5. Provide a brief history of your company, emphasizing your experience in providing email content filtering and/or service.
2.6. Provide a copy of your most recent annual report.
2.7. State the number of customers for equipment and/or services you currently have:

2.7.1. Along the Wasatch Front (Utah, Salt Lake, Davis, and Weber counties).
2.7.2. In Utah.
2.7.3. Nationwide.

SECTION XIII:

BID PRICE REQUIREMENTS

Price will be evaluated independently from the technical bid. Only those firms who have been determined as "acceptable" during the technical evaluation (step one) will proceed to the price evaluation (step two). Please enumerate all costs on the attached Price Bid Form. Award will be made to the lowest bid from the firm determined to have submitted a technically acceptable bid. Bid price should be submitted in a separate sealed envelope along with the technical bid. Mark the outside of the pricing envelope with the solicitation number and the company name.

Responses must include information on payment requirements, e.g. monthly, quarterly, yearly, and include discounts for annual payments.

Bidders must define what is a billable node or mailbox. For example, does a physical email user define a node and will resource mailboxes be considered a node?

Bidders must identify if a fluctuation in email accounts affects cost.

Deleted users that receive Internet mail must not be charged.

JG5015
Multi-Step Bid Technical Rating Sheet

Bidder: _____

Evaluator: _____

Date: _____

Evaluator's requirements checklist	Check One			
	Acceptable	Potentially Acceptable	Unacceptable	Evaluator Notes
Provide an off premise managed service email filtering solution that filters email messages for viruses, worms, Trojans, spam, hoaxes, phishing scams, spoofing, mail bombs, etc.				
The software must have the ability to block mail by key words, text strings, or special characters.				
Able to block mail by specific file types or file names, and to block mail by domain name, sender, or specific address.				
Block denial of service and directory harvest attacks, and other SMTP-based attacks, including dictionary attacks, email bombs and email flooding.				
The product must be able to interrogate HTML documents for conspicuous content and words and phrases concealed within document codes.				
Must have a quarantine database that is hosted outside the state of Utah's network.				
Quarantine database must include all mail blocked due to content filtering.				
Must quarantine unwanted emails for fourteen days and allow system administrator to retrieve blocked messages.				
Must have the ability to extend quarantine data period up to 30 days for specific users.				
Keep spam and viruses from entering the state's network (LAN/WAN).				
Utilize Bayesian modeling and Heuristic data rules based analysis systems.				
Will provide 24X7X365 email filtering availability guarantee with no loss of email filtering day or night.				
Vendor must provide statistical data detailing availability during the previous 12 months.				
Will allow system administrators to notify users of blocked messages via email.				
Provide onsite training for GW administrators.				
Provide consulting for conversion and implementation of existing system to new off premise solution.				
Conversion of existing blocked list, filtered sites, file extensions, keywords, attachments, etc.				
Provide technical support for redirecting mail exchange				

(MX) records.				
Provide 24X7 support from a qualified individual assigned to the state account for a minimum of 30 days after import of MX records.				
Sign a service level agreement (SLA) with the State of Utah. The SLA will be agreed upon by the bidder and State of Utah ITS.				
Guarantee that the OFF PREMISE solution provides for failover and load balancing across multiple redundant sites to ensure a high reliability of service to ITS.				
Provide a Web based administration console for setup and monitoring.				
ITS must be able to customize administration rights for specific email administrators: Allow administrators to view/create/change policies. Allow administrators access to quarantine databases. Allow administrators access to modify blacklists, allow lists, and deny lists. Allow administrators to create/modify group policies.				
ITS must have the ability to customize blocked word lists, text strings, characters, file types, file names, domains and addresses that we are blocking.				
Administrators must have options for handling identified spam messages, including appending header information, blocking and deleting, or sending the spam to an off-site message quarantine.				
Will allow agency system administrators to monitor blocked email for their customers.				
Will allow agency system administrators to have reporting capabilities for all blocked emails by word or text string, file type, domain or sender.				
ITS must have the ability to customize user access to features such as the quarantine database, personalized black lists, etc. on an enterprise level, as well as a group or individual level.				
There must be an auto-enrollment or import feature to add users into the system and create the quarantine database.				
ITS must have reporting capabilities to track traffic statistics, master reporting, etc.				
ITS must have the ability to trap email messages and re-route them to another user.				
ITS must have the ability to deny mail coming in for deleted users, addresses, or domain names.				
LDAP support for authentication for administrators				
Demonstrated technical capability (proven track record, references), etc.				
Qualification and expertise of staff proposed for this project.				
Ability to meet delivery schedule.				
Demonstrated financial stability.				

Provided a brief history of the company, emphasizing experience in providing email content filtering and/or service.			
Provided a copy of the most recent annual report			
Provided number of customers for equipment and/or services in Utah			
Responses must include information on payment requirements, e.g. monthly, quarterly, yearly and include discounts for annual payments.			
Bidders must define what is a billable node or mailbox. For example, does a physical email user define a node and will resource mailboxes be considered a node?			
Bidders must identify if a fluctuation in email accounts affects cost.			
Deleted users that receive Internet mail must not be charged.			
Integrate with the state of Utah's Authentication and Master Directory systems (UMD).			

PRICE BID

Bidder Name: _____

1. Provide a price for an enterprise software license as described in Section XIII for the products identified in your technical bid. This price must also include the first year of maintenance and support fees. Please bid the following:

    a. 15,000 mail boxes, one virus detection method, one data analysis method (IE. Bayesian or Heuristics), and fourteen day retention of quarantined databases. Enterprise Licensing Fee with first year of maintenance included:

    $_____

    b. 15,000 mail boxes, two virus detection methods, two data analysis method (IE. Bayesian or Heuristics), and fourteen day retention of quarantined databases. Enterprise Licensing Fee with first year of maintenance included:

    $_____

    c. 20,000 mail boxes, one virus detection method, one data analysis method (IE. Bayesian or Heuristics), and fourteen day retention of quarantined databases. Enterprise Licensing Fee with first year of maintenance included:

    $_____

    d. 20,000 mail boxes, two virus detection methods, two data analysis method (IE. Bayesian or Heuristics), and fourteen day retention of quarantined databases. Enterprise Licensing Fee with first year of maintenance included:

    $_____

    e. 25,000 mail boxes, one virus detection method, one data analysis method (IE. Bayesian or Heuristics), and fourteen day retention of quarantined databases. Enterprise Licensing Fee with first year of maintenance included:

    $_____

    f. 25,000 mail boxes, two virus detection methods, two data analysis method (IE. Bayesian or Heuristics), and fourteen day retention of quarantined databases. Enterprise Licensing Fee with first year of maintenance included:

$_____

2. Provide the quantity discount information for determining cost per node to the State of Utah.

$_____

3. What is the cost per user for retention of the quarantine database in excess of the fourteen-day limit?

$_____

4. Provide pricing for maintenance and support fees for the second through fifth year of product ownership.

Maintenance and Support Fees **B** Year 2 $_____

Maintenance and Support Fees **B** Year 3 $_____

Maintenance and Support Fees **B** Year 4 $_____

Maintenance and Support Fees **B** Year 5 $_____

3.   List the name, job title and hourly rate for any proposed consultants:

Name: _____   Title: _____ $ _____ / hour
Name: _____   Title: _____ $ _____ / hour
Name: _____   Title: _____ $ _____ / hour

4.   Provide a per person training cost for any training that is recommended for employees that will be responsible for the installation and operation of the products included in this bid. Assume that the training will be held at one of your training facilities. Specify if the rate is hourly, daily, etc.

$_____ _____

GroupWise Filtering Testing Plan

Summary of Test Plan

Before implementation of any filtering system, extensive testing and monitoring must be done. Our plan is to take approximately 500 active GroupWise users from the production system and audit the filtering system via these users.

Testing Requirements

We will set up the filtering system in a "pass through" mode which will allow us to monitor all mail that would potentially be blocked due to viruses, spam, content, etc. The mail would then enter our existing filtering system where it would be filtered and delivered to the users.

We will monitor these accounts for a period of two weeks, at which time we will customize the filtering system to meet our specific needs.

At the end of the two-week period, we will turn the system into "live mode" and begin filtering email for the 500 user pilot group. We will monitor this filtering for two weeks after that time; we will make a determination whether to award the bid. If the vendor meets the specifications and requirements of the bid, then the bid will be awarded and the system put into production.

Production

Once the system is implemented in our production environment, we will monitor its effectiveness for an additional 30 days before we disable our current filtering system.